



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 16, 2025

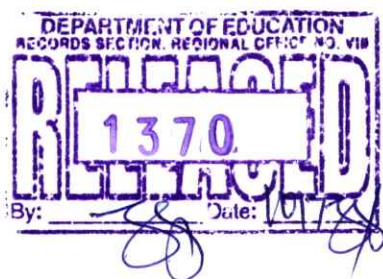
**REGIONAL MEMORANDUM**

No. **1370** s. 2025

**LEGAL OPINION OF THE CIVIL SERVICE COMMISSION ON THE GRANT OF  
ADDITIONAL FIVE (5) DAYS COMPENSATORY OVERTIME CREDITS (COC)**

To: Schools Division Superintendents  
Human Resource Management Officers  
All Others Concerned

1. Attached is a copy of the letter-response from Atty. Marilyn E. Taldo, Director IV, Civil Service Commission, Regional Office VIII, relative to the query of this Office on the grant of additional five (5) days Compensatory Overtime Credits (COC) during election period.
2. It is emphasized that in the absence of an official issuance from the CSC expressly authorizing the grant of additional five (5) days COC to non-teaching personnel who rendered election service, the provisions of CSC-DBM Joint Circular No. 2, s. 2004 which limits the accumulation of COC to forty (40) hours per month shall continue to govern.
3. Immediate dissemination of and compliance with this Memorandum are desired.



**RONEL AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

COC

CSC

LEGAL OPINION

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



As a matter of policy, this Office refrains from making any categorical ruling or opinion on matters or issues that may eventually be the subject of a complaint and/or appeal before it.

Nonetheless, Section 16 (c) of COMELEC Resolution No. 10194 provides, to wit;

“xxx xxx

Service Credit. – A minimum of five (5) days service credit shall accrue to all government officials and employees serving as Chairpersons and Members of the Electoral Boards, DESO, and Support Staff.

xxx xxx”

The foregoing provision grants a minimum of five (5) days service credit to government personnel who perform election-related duties. However, as of this date, there is no official issuance from the Civil Service Commission (CSC) expressly authorizing an increase in the service credits of government officials rendering election service.

As regards the proposed grant of an additional five (5) days Compensatory Overtime Credits (COC) to non-teaching personnel who rendered election service, the same must be viewed in light of CSC-DBM Joint Circular No. 2, s. 2004, which limits the accumulation of COC to forty (40) hours per month.

Section 5.5.1 of the said Circular provides:

“xxx xxx

Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.

xxx xxx”

In the absence of an issuance providing exceptions thereto, the provisions of CSC-DBM Joint Circular No. 2, s. 2004 shall continue to govern.

Please be guided accordingly.

Very truly yours,



**ATTY. MARILYN E. TALDO**  
Director IV



**Civil Service Commission Regional Office VIII**



**FIRMO, RONELO AL K.**

Re: Grant of an additional five (5) days Compensatory Overtime Credits (COC)  
(Query)  
O0820008025

**Legal Opinion No. 25-076**

x-----x

8 September 2025

**OIC-DIRECTOR IV RONELO AL K. FIRMO**

Department of Education Regional Office VIII  
Government Center, Candahug, Palo, Leyte  
<region8@deped.gov.ph>

**Dear Director Firmo:**

This pertains to your Letter dated 8 August 2025, received by this Office on 19 August 2025, which reads, thus:

“xxx xxx

Greetings!

With reference to the proposal to amend Section 16 of COMELEC Resolution No. 10194 and increase the service credits of government officials and employees rendering election service, may we respectfully inquire if there is already a CSC issuance supporting this proposal.

May we also seek your comment on the granting of additional five (5) days compensatory Overtime credits exclusive of the maximum forty (40) hours per CSC-DBM Joint Circular No. 2, s. 2004 to non-teaching personnel who also served during the election. [sic]

Thank you for the clarification on this matter.

xxx xxx”